

## How we use information about learners

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*This document explains the information we collect about learners, how and why we collect it, how we use it, who we share it with, and what rights you have. For more information, see our [Data Protection Policy](#).*

### What we collect

We collect information about your:

- personal identifiers (such as your name and any unique reference numbers);
- contact details (such as your address and phone number);
- performance at school (such as your test scores and exam results);
- wellbeing (such as whether there are any reasons to think you might not be happy in school);
- educational needs (such as what we need to do to make sure you learn as best as you can);
- attendance records (such as which dates you are not in school and the reasons for that);
- behaviour (such as your praise points and detentions);
- opinions and preferences (such as your answers to surveys);
- health records (such as any allergies or dietary requirements you might have);
- picture (such as school photos and CCTV images);
- characteristics (such as your birth date and ethnic background); and
- destination after you leave the school (such as whether you stay in education or find a job).

Some of this information might be sensitive. This is sometimes called “special category data”. This means we need to take special care to make sure we keep it safe.

We might also collect your fingerprint, or we might use your picture, to make it easier for you to buy food in the canteen. We will ask for consent before we do this.

We might also record phone calls. This helps us to train our colleagues, make sure phone calls are handled properly, and make sure we have accurate information about what is said in case there’s a disagreement. This also means colleagues feel safer because any threatening behaviour can be acted upon more easily.

We also monitor information entered into our computer systems. This helps us to promote users’ wellbeing, safeguard our learners, and make sure systems are used correctly in line with our acceptable use policy.

### How we collect it

We get most of this information from you or your parents through things like:

- the form we get when you first join our school;
- the registers we take to check who is in school; and
- the work you give to your teacher during your lessons.

In most cases, you or your parents have to give us this information. Sometimes, you will have a choice about whether you want to give us the information or whether you want to let us use it in a certain way.

We also get information about you from other places. This is usually from your last school, the council or the government.

## Why we collect it and how we use it

We collect and use your information for different purposes.

### **To help us run our school** (*public task*)

We have to use your information so that we can run our school, including to:

- get in touch with you (or your parents, carers or guardians) when we need to;
- check how well you are doing and work out whether you or your teachers need extra help;
- make sure we can help you learn as best as you can;
- check how well our school is doing as a whole; and
- run other services, like school meals and school counselling.

### **To allow us follow the law** (*legal obligation*)

We have to use some of your information because the law says we must, including to:

- keep you safe and look after your wellbeing.

### **To help us promote our learners and our school** (*consent*)

We might want to use your information as part of our promotional work, including to:

- celebrate your achievements on our website, on social media or in a newspaper; and
- help us advertise our school in our brochures and prospectuses.

We will always ask for consent before we use your information in this way. We might ask you for your consent or we might ask your parents to give their consent.

If you give your consent for us to do this, you can change your mind at any time.

We often need to use your information for more than one reason.

We need to keep some types of information for longer than others. To find out how long we keep information about you, see our [Retention Schedule](#).

## Who we share it with

Sometimes, we need to share your information with other organisations.

### By law (*legal obligation*)

The law says we need to share your information with:

- the Department for Education, under The Education (Information About Individual Pupils) (England) Regulations 2013; and
- the council, for things such as:
  - making sure you are safe, *under The Children Act 2004*;
  - providing youth services and careers advice, *under The Education Act 1996*;
  - keeping other people healthy, *under The Health Protection (Local Authority Powers) Regulations 2010*; and
  - making sure you have an education, *under The Education (Pupil Registration) (England) Regulations 2006*.

### By contract (*contract*)

Sometimes, we need to ask other organisations to help us do things. We might need to share your information with them so they can do that. These organisations are called our “data processors”. The main organisations we work with include:

- [Arbor](#), which gives us the system we use to store most information about you;
- [CPOMS](#), which gives us the system we use to store information about your wellbeing;
- [FFT](#), which gives us a system to analyse certain assessment and attendance information;
- [SISRA](#), which gives us a system we use to check on your academic performance;
- [Caterlink](#), which provides school meals; and
- [ParentPay](#), which lets your parents make payments for things like school meals.

Whenever we share your information with a data processor, we will make sure they keep your information safe.

## What rights you have

You have rights about how your information is used and kept safe. For example, you can:

- ask to see the information we have about you;
- say that you don't want us to use it;
- ask us to limit the way we use it;
- ask us to correct it if you think it's wrong;
- ask us to delete it; and
- complain about how we use it.

If you would like to use any of these rights, you can:

- let your teacher know; or
- email the school office ([enquiry@cockshuthill.org.uk](mailto:enquiry@cockshuthill.org.uk)).

If you would like to see the information we have about you, you can [complete this form instead](#).

For more information about your rights, visit the ICO's website: [www.ico.org.uk/your-data-matters/](http://www.ico.org.uk/your-data-matters/).

## Complaints

We take complaints about data protection very seriously.

If you have any concerns about how we collect or use personal information, please let us know by contacting our Data Protection Officer (see the next section, called “Contact us”).

If you are not happy with the way we respond to your concerns, you can make a complaint to the ICO:

<https://ico.org.uk/make-a-complaint>

0303 123 1113

Information Commissioner’s Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

Summit Learning Trust is the data controller for the personal information processed by the Trust and its academies. Our Data Protection Officer is a company called S4S.

If you want to see the information we have about you, please [use this form](#).

If you have any questions or concerns about anything mentioned in this privacy notice, please contact our Data Protection Officer. You can contact them by post or by email:

Data Protection Officer  
Summit Learning Trust (c/o Ninestiles, an Academy)  
Hartfield Crescent, Acocks Green, Birmingham, B27 7QG

[dpo@summitlearningtrust.org.uk](mailto:dpo@summitlearningtrust.org.uk)

If you need to contact Summit Learning Trust for another reason, you can contact us by post or by email:

Summit Learning Trust (c/o Ninestiles, an Academy)  
Hartfield Crescent, Acocks Green, Birmingham, B27 7QG

[enquiry@summitlearningtrust.org.uk](mailto:enquiry@summitlearningtrust.org.uk)